

From: Executive Director
Sent: Friday, January 18, 2008 4:05 PM
To: +All HQ Employees
Subject: Building Update - January 18, 2008

One of the things that you, as employees located at 450 N Street may notice is ongoing construction unrelated to the building inspection and remediation effort. For example, some previously planned projects, like creation of hard wall offices for managers, or other minor construction or repair, will continue as planned on floors other than 22, 23 or 24 throughout the process.

Another activity you might notice is the replacement of ceiling tiles in many areas throughout the building. A protocol for this process has been developed by DGS and its consultants and BOE's consultants, and is posted on the Building Assessment webpage [here](#). It is our goal to obtain and post the protocols and updated or amended protocols for what is occurring in relation to the building investigation and remediation and post it on the page to provide information to you as to what is happening and why. Unfortunately, some things may occur that are not part of the investigation or remediation process or which are considered routine by DGS or the consultants. If you see anything occurring that is not addressed in a protocol we have posted, and want to know what is happening, please inquire through the e-mail process.

Again I want to thank you for helping us throughout this assessment process. I hope you will continue to offer your input through the forms available to you on our Building Assessment webpage.